

Further review of documents

One Note – 1:1 meetings between N Richards and J Mackinnon – non-related cases redacted

8 November 2017

08 November 2017

08:27

Sexual harassment update. Meeting with SGLD person Thursday - will update Nicky etc.

Route map - need to update and then resend to James Hynds - Nicky will email and reference her conversation with Perm Sec.

Independent source - to help person decide whether to raise with the employer or not - and understand the implications. Child abuse inquiry - support for staff? Keil centre? NHS? - contacts - [Redacted] may have. Specialist skills in EAP? We should check first - Action [Redacted – Head of Branch, People Director ate 4].

Perm Sec focussed on constant updates. What is the flow of comms we need? [Redacted] work? Link is [Redacted – Head of Branch, People Director ate 3] - how to manage both?

Communications plan - internally - EAP support reinforce. Do we want people to share their experiences? Once we have helped them? A couple of teams could come together to talk about their response to the Perm Secs message and also the corporate response.

Next comms - how are teams responding and examples of what is happening locally ([Redacted]'s blog - or after the People Survey results) - need to figure out a flow of communications - Saltire, other routes - discussions and sessions.

James Hynds

Developing plan for dealing with a complaint against a formal minister - which we need to validate.

Will send to us for review and then legal colleagues to consider - before goes to Perm Sec.

Concern about changes to F@W policy could be seen as a watering down of protection of staff. Actually on the FM can decide if an investigation - so argument that it is more direct. Perm sec resp is legal and duty of care to staff - which need to be able to connect to the ministerial process.

FM/PM - briefing - done.

8 November
08 November 2017
14:04

Subject	• 8 November
From	• Richards N (Nicola)
To	• Mackinnon J (Judith)
Sent	• 08 November 2017 12:45

8 November
06 November 2017
12:01

[Redacted]

FMQ / FM:PM briefing

Next steps:

Complaints against Ministers

- Follow up with James H
- Small amends to doc
- Reference this approach in all of the policies (F@W and Conduct)

James H is developing a process around a complaint should something come through about former ministers. Send this through for review and get legal view. Have feed up Unions to say that we are proceeding. Need to manage the external perceptions of this

Independent support

- Check with EAP - triage, able to support individuals.

Communications

How do we set out the message of support?

How teams responding to Perm Sec's message?

- Examples of what is happening locally
- Update on what we're doing centrally - update on support / EAP / routemap etc
- People Survey results
 - Reflecting on these
 - including [Redacted]'s blog?

Resourcing:

[Redacted - Head of Branch, People Directorate 2],
[Redacted - Head of Branch, People Directorate 3] &
[Redacted - Head of Branch, People Directorate 4] on
the policy review elements Looking at spread and
focus of resources

[Redacted]